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Portal Authority Board of Directors
MINUTES
Portal Authority Board of Directors Monthly Meeting
April 7, 2005
1:30 p.m. – 4:00 p.m.
Office of the Secretary of State
1560 Broadway (Denver Post Building)
Main Conference Room, Suite 200
Denver, CO

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I.   Call to Order: 1:33 p.m., Jack Arrowsmith, Vice Chair

    A.   Roll Call

Attendees: Arrowsmith**,** Rep. Cadman, Cooke, Feingold, Jenik, Marroney, Sen. May, Sobanet, Williams, T.

Excused: Davidson, Sen. Groff, Vogt and Wells

Quorum established.

Notes transcribed by Angie Onorofskie, Statewide Internet Portal Authority

II.   Approval of March 3, 2005 Minutes, Jack Arrowsmith, Vice Chair

Vice Chair, Jack Arrowsmith called for a motion to approve the March 3, 2005 Statewide Internet Portal Authority Board of Directors Meeting Minutes.

MOTION: to approve the March 3, 2005 Statewide Internet Portal Authority Board of Directors Meeting Minutes.

Rep. Cadman/ Sobanet
APPROVED UNANIMOUSLY

III.   Executive Session

Vice Chair, Jack Arrowsmith called for a motion to move into Executive Session.

MOTION: to move into Executive Session with Richard Westfall, SIPA attorney, for the purpose of discussing attorney-client privileged matters related to: issues relating to IV&V task order 1, the Integrator contract, SIPA by-laws, and issues relating to Colorado statutes.

Jenik/ Cooke
APPROVED UNANIMOUSLY

The Board went into Executive Session with its attorney, Richard Westfall to discuss attorney-client privileged matters related to: issues relating to IV&V task order 1, the Integrator contract, SIPA By-laws and issues relating to Colorado statutes.

Regular meeting resumed at 2:05 p.m.
Introduction of Audience

IV.   **Report from the Interim CEO, Gregg Rippy**
A. CIO Road Show
1.   Completed 10 workshops across the state- thanks to Bob Feingold for attending 7 of the workshops
2.   Key objectives included:
a)   Develop common understanding of benefits
b)   Document participants' previous successes
c)   Develop a common understanding of critical success factors
d)   Develop communications materials for senior government officials.
3.   Initial participant views:
a)   Generally agreed that the objectives were met
b)   Generally agreed that participation by all the organizations was critical to success as well as
(1) Citizens had to be asking for functionality
(2) Participation would reduce cost
(3) Retain control and identity
4.   Other outcomes:
a)   Many participants didn't know what a portal was before attending the workshop, and their initial views were changed to be more positive.
(1) The name "Statewide Internet Portal Authority" may need to be redefined.
(2) There are challenges to get past distrust with the word "state"
(3) Talked honestly about why there is distrust, and started to break down barriers.
b)   Cities and counties have had some incredible successes
(1) Some examples include:
(a) Dispute property taxes online
(b) A website maintained by 300 volunteers
(c) They have identified what is important to their community, and they have been able to work with each other to achieve great things.
5.   We will have a complete summary very soon.
6.   Bob Feingold's point of view:

People were very pleased that we came to them to listen rather than tell. The participants really helped us to prepare for the next step. Gregg Rippy did a marvelous job of opening dialogue and breaking down barriers. The Road Show was well done, always on time and well executed.

7. Introduction of Kathleen Sullivan, BA&T
   a) Kathleen will be working on public relations and communications as part of the SysTest IV&V team. We have asked that anyone refer to Kathleen for press issues so that SIPA maintains a consistent message.
B. Upcoming Communication Activities:
   1. CGAIT asked us back to update them on our activities and the road show
   2. Higher Education – May 3
   3. CIMA Conference – May 18-20
   4. Digital Government Summit – June 6
   5. Elected Official Meetings – to be determined
   6. Town Hall Meetings – to be determined
   7. Steve Uretsky invited SIPA to attend a CIO Forum meeting – date to be determined.
C. Business Process Overview
   1. Angie Onorofskie to begin working on this
D. Roadmap Update
   1. NIC will hit the ground running as soon as we get the contract signed

IV. Committee Reports

A. Business Committee, Michael Cooke
In the near future, there will be a meeting with Treasury, the Integrator and committee members. NIC can work with Treasury to discuss COFRS and other technical issues, and the committee can work on policy issues.

B. Financial Committee, Henry Sobanet
Gregg Rippy presented a format to communicate account activity to the Board, and the Board agrees that it will work well. Henry Sobanet recommended that perhaps we should project three months out. We have stayed on the six-month budget beginning in August. We are ready for another infusion of funds. It might be appropriate to work on a one-year budget.

B. Legal Committee, Gerald Marroney
Since we have legal counsel on board, Gerald Marroney suggested that we dissolve the Legal Committee, as it is irrelevant, and move committee members to other committees.
MOTION: Vice Chair, Jack Arrowsmith called for a motion to dissolve the Legal Committee now that SIPA has Hale Friesen on board serving as legal counsel.

Marroney/ T. Williams
APPROVED UNANIMOUSLY

Action Item: Gerald Marroney and Tambor Williams to be reassigned to appropriate committees.

C. Negotiation Committee, Henry Sobanet

Henry Sobanet deferred the report to Gregg Rippy who has been in attendance of all the meetings. Gregg Rippy reported that negotiations will take place with NIC next week, and SysTest will support SIPA in the effort. Gregg also noted that Steve Uretsky, Rick Malinowski and Brian Balay have all been offering their expertise to help the Negotiations Committee.

D. Personnel Committee, Rep. Cadman

Rep. Cadman reported that the search for the Executive Director is in progress. A draft job description has been created, and they are working on search parameters.

MOTION: to empower the Personnel Committee to generate criteria for the Executive Director search including a budget.

Cadman/ Cooke

Discussion:
Bob Feingold suggested that the budget included a not to exceed amount for Executive Director search expenses.

Rep. Cadman expects that the largest expenses will be in advertising, and he expects that cost to be between $5,000 and $10,000.

MOTION: to empower the Personnel Committee to move ahead with the Executive Director search with a not to exceed $10,000.

All motions were withdrawn until after a Personnel Committee meeting takes place to discuss matters further.

V. **Old Business**

No discussion.

VI. **New Business**

A. Re-adoption of the amended SIPA by-laws
   MOTION: to re-adopt the amended SIPA by-laws

   Cooke/ Cadman
   APPROVED UNANIMOUSLY

B. Ratify the approval of the IV&V contract
   MOTION: to ratify the approval of IV&V contract.

   T. Williams/ Feingold
   APPROVED UNANIMOUSLY

C. Approve SysTest Task Order 1
   MOTION: to approve SysTest Task Order 1

   Rep. Cadman/ Marroney
   APPROVED UNANIMOUSLY

D. Definition of Citizen
   Gregg Rippy asked the Board what they consider to be a citizen. This is a conceptual idea so that the marketing team can target the right audience. Can citizens be children of all ages, students (in- state or out of state), corporations, school districts, and community economic development groups? This is only for a guiding principal.

   Discussion:
   Gerald Marroney – We want to allow people out of state to see what we have in Colorado so that they may move businesses here. We do not want to restrict the portal to only Colorado residents. The definition needs to be as broad as possible because we do not want to limit anyone.

   Michael Cooke – Michael is very uncomfortable with Board action to define citizen. If you create a list that is non-inclusive it creates a slippery slope. There is no need to define citizen.

   Jack Arrowsmith – As you look at the mission statement in says "members of the public". Senate Bill 04-244 also talks in terms of "members of the public".

   Gerald Marroney – Perhaps we should change the term "citizen" to "members of the public".

   Ben Neivert (audience member) – The real issue pertains to entities. Do we include non-human entities such as businesses and corporations?

   Bob Feingold – Non- human entities are still populated by members of the public.

   Gregg Rippy – Gregg feels comfortable with the Board's direction of not constraining any definition of citizen.

E. Organization Design
   Gregg Rippy showed the Board a possible example of the SIPA organizational structure. SIPA should start looking at standards and critical roles and how we fulfill those roles. We would like to fill the roles with as few staff as possible. Gregg proposes in addition to an executive director and executive assistant: a chief financial officer, chief technical officer/ program and project manager, and legal counsel (sub contractor).

Greg Jenik recommended that as SIPA moves forward, we make sure that all of the critical roles are aligned. It is necessary to make sure all critical roles are staffed, and make sure that we are not listing a job description for a non-critical role.

Rep. Cadman added that SIPA is not in any position to hire these additional positions at this point.

Jack Arrowsmith asked if there triggers that define when specific positions are needed.

Bob Feingold responded that it is tough to define the exact criteria for when specific positions may be needed. The Executive Director is more focused on the outside of the Authority. Where does the role of the outside person become more important than the inside person?

Rep. Cadman added that contractors cover key elements. SIPA should be flexible and plan to grow as needs arise. The next Executive Director will absorb a lot of this as well.

Bob Feingold agreed that IV&V has management of certain things, but overseeing those and representing the Authority is the responsibility of the Executive Director. When this becomes overwhelming, the chief technology officer needs to come on as a part of the Authority rather than the IV&V.   This will assure that the interests of the Authority are represented.

Greg Jenik advised that SIPA keep the Executive Director flexible.

Gregg Rippy stated that the IV&V is scalable. It is almost like a temp agency. However, there are some roles that need to be full time. We need continuity because a few years down the road SIPA should be a fairly large enterprise.

Rep. Cadman recommended that the Executive Director should be very much involved in this process. It helps to have this discussion before working on the search criteria for the Executive Director.

Jack Arrowsmith asked if Gregg Rippy was recommending to move forward with this model.

Gregg Rippy responded that this is not an action item. Rather, it is a proposed concept of how the critical functions of SIPA will be filled. It is very subject to change.

Tambor Williams stated that SIPA should first make sure that the funding keeps coming. Who is responsible for paying for things? These assume that the portal is already up and running.

Henry Sobanet clarified that SIPA is contracting for a financial officer at this point through IV&V.

Gregg Rippy agreed that these roles assume that we are getting revenues. 80 percent of applications have no revenue streams. The other 20 percent do have revenues. The 2.7 million dollars SIPA puts into the funding model will be clearly defined, and Deloitte will look at the viability. They will also look at the adoption rate etc. The capital risk goes to the Integrator not SIPA. A number of states are 100 percent self-funded.

Bob Feingold added that this is all a matter of workload and quality of performance. As the workload gets larger, it will be delegated down to people who have skills to do those jobs within a reasonable amount of time.

Gerald Marroney agreed that we would know when we have an Executive Director what deficiencies they have in certain areas.

Gregg Rippy affirmed that the roles will not change. Who we have and what we call the people who fill the roles is irrelevant. The important thing is that the roles get filled.

Steve Uretsky asked where the Integrator and the IV&V fit into the chart.

ACTION ITEM: Gregg Rippy to bring another chart that shows the big picture.

F. Reimbursement to Board members

Rep. Cadman asked what reimbursement policy the Board should use.

Jack Arrowsmith added that several members are contributing to the Board on their own dime. The Board should come up with a mechanism of reimbursement. For example, who will attend seminars etc.?

Gregg Rippy suggests that we look at other Boards and Commissions policies.

G. Proposed funding streams for SIPA and the Integrator

MOTION: to direct Legal Counsel to see where SIPA fits with current statutes in terms of current proposed funding streams.

Jenik/ Cooke
APPROVED UNANIMOUSLY

H. Support from Board during communication activities

Greg Jenik asked if SIPA would like support from Board members at communication activities.

Gregg Rippy answered that it is integral for buy- in. We would like as much support as we can get.

ACTION ITEM: Angie Onorofskie will send out all dates and locations of the different conferences and activities.

VII.   Agenda Items for Next Meeting
- Vendor selection process status
- Task Order 1 Statement of Work status
- CIO Road Show Summary
- Communications Plan Update
- Business Processes Update
- Operations Financial Summary
- Roadmap Update
- eRoom Presentation

Next meeting is scheduled for:
Thursday, May 5, 2005
1:30 p.m. – 4:00 p.m.
Office of the Secretary of State
1560 Broadway (Denver Post Building)
Main Conference Room, Suite 200
Denver, CO

VIII.   Adjournment

Vice Chair, Jack Arrowsmith called for a motion to adjourn the April 7, 2005 SIPA Board of Directors meeting.

Cooke/ Marroney

APPROVED UNANIMOUSLY

The meeting adjourned at 3:30 p.m.